

New Form Approval Process

County Records Conference
April 2014

Background

- New Process is effective April 1, 2014
- Published in the April 2014 County Bulletin, Volume 392, begins on page 9
- Changes Chapter 5 of the Recorder's Manual.

Why Have Form Approvals?

- IC 5-11-1-2 requires State Board of Accounts to prescribe and install a system of accounting and reporting which is uniform for every public office and every public account of the same class.
- The system must contain written standards that an entity subject to audit must observe
(Uniform Compliance Guidelines)

Approve Accounting Systems

- Prescribed Forms
 - General Forms
 - County Forms
- Uniform Compliance Guidelines

Forms Approved Previously

- All forms previously approved by State Board of Accounts either by:
 - Form Approval letter from SBOA; or
 - Resolution of the County

remain approved for use by the County under the conditions in the original approval. No further action by the County is needed.

Exact Replicas

An exact replica of a prescribed form is the equivalent of the prescribed form and requires no action for the County to install the form.

Other Forms Used In Lieu of Prescribed Forms

- By installing other forms the County agrees to comply with the form approval conditions.
- County officials remain responsible to make sure the system and forms installed:
 - Meet the IT services controls, Chapter 10
 - Along with manual processes, provide adequate internal controls over financial information, safeguarding of assets, and compliance with laws and regulations.
 - Comply with record retention and public access laws.

Form Approval Conditions

1. Forms and systems installed are subject to review and / or recommendations during audits of the county to ensure compliance with current statutes and Uniform Compliance Guidelines.
2. Maintain all other prescribed forms not otherwise covered by an approval.

Form Approval Conditions (Continued)

3. All transactions must be recorded and accessible upon proper request. Transactions can be maintained electronically, with proper backups, microfilmed, or printed hardcopy.
4. The ability must not exist to change data after it is posted. If an error is discovered after the entry has been posted, then a separate correcting entry must be made. Both the correcting entry and the original entry must be maintained.

Form Approval Conditions (Continued)

5. Vendors shall provide documentation describing the operating system, the language of the source code, the name of the compiler used, and the structure of the data files to SBOA if requested for audit.
6. Any receipts, checks, purchase orders, or other forms that require numbering shall be either pre-numbered by an outside printing supplier or numbered by the computer system with sufficient controls installed to prevent unauthorized generation of the form or duplication of numbers.

Form Approval Conditions (Continued)

7. All receipts must be either in duplicate or recorded in a prescribed or approved register of receipts.
8. All checks must be either in duplicate or recorded in a register of checks generated by the computer.
9. Recap sheets for each deposit or deposit advices, will be maintained.

Form Approval Conditions (Continued)

10. “ Installed by _____ County, (Year)” shall be printed in the upper right corner for forms supplied by printers and, when practical, on those printed from the accounting system. Upon installation of a new form, the form will be entered on a log for this purpose with the date of installation; and the name and number of the prescribed form replaced. The log must be available for audit.

Form Approval Conditions (Continued)

11. The county officials are responsible to ensure that forms and accounting systems installed comply with the Uniform Compliance Guidelines in the Manual and County Bulletin. This includes ensuring that customization of the system done by the vendor for implementation is done in such a manner that the system remains compliant.

Form Approval Conditions (Continued)

12. In the event a change is required due to the passage of a State or Federal law, the County agrees to implement the change in a timely manner.

Approval

- You are not required to maintain the prescribed forms while awaiting approval
- New forms must be in place during at least 1 SBOA audit.
- New forms must not be an element of an audit finding or audit result and comment that is responsible or partially responsible for an exception found during an audit to be considered approved.